



## DEPARTMENT OF MANAGED HEALTH CARE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF MANAGED HEALTH CARE	<b>RELEASE DATE:</b>	Monday, April 26, 2010
<b>POSITION TITLE:</b>	Chief Counsel II	<b>FINAL FILING DATE:</b>	Friday, May 7, 2010
<b>CEA LEVEL:</b>	Chief Counsel II, C.E.A. (5873)	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,631.00 - \$10,829.00 / Month	<b>BULLETIN ID:</b>	04152010_1

### POSITION DESCRIPTION

Under the administrative direction of the Director and Chief Deputy Director, Department of Managed Health Care, the Chief Counsel II, Office of Enforcement is responsible for managing and directing policies, regulations and programs designed to create regulations and State laws which ensure the accessibility and availability of medically necessary health care delivered through financially sound managed health care plans. The incumbent performs supervision of attorneys and support staff of the Office of Enforcement, and in addition, may personally perform the most difficult, complex and sensitive legal work of the Department of Managed Health Care in connection with the enforcement of the Knox-Keene Health Care Service Plan Act of 1975 (ACT) administered by or affecting the department.

Other responsibilities include planning, organizing, directing, coordinating, and reviewing the work of attorneys and support staff; acting as legal advisor to executive management regarding actions involving health plans' compliance with financial and non-financial requirements of the ACT, oversight includes health plan quality, accessibility, and continuity of care, denial of treatment and other claims submitted for enforcement action. Preparing legislation and representing the Department before the Legislature; formulating legal policy; and participating as a member of executive management in the development and implementation of department policy. Supervises lower level attorneys and performs, with broad discretion and independence, legal work of the most complex and sensitive nature, including the conduct of the most difficult and complex litigation, appellate cases, settlements, and post-trial negotiations, legal research, and hearings.

### MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and

Either I One year of experience in the California state service performing legal duties\* at a level of

responsibility equivalent to Assistant Chief Counsel. Or II Two years of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Staff Counsel, Range D; and Current employment in a class at a level equivalent to that of Senior Staff Counsel (Specialist) or (Supervisor). Or III One year of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Senior Staff Counsel (Specialist) or (Supervisor). Or IV Broad and extensive experience (more than five years) in the practice of law\*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Patterns I, II or III above performing the duties of a class at a level of responsibility equivalent to that described in Patterns I, II, or III.)

\*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

## **KNOWLEDGE AND ABILITIES**

Knowledge of: Legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced; principles of public administration, personnel management and supervision; the department's affirmative action program objectives; a manager's role in the affirmative action program and the processes available to meet affirmative action objectives.

Ability to: Analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; hold hearings and independently present difficult and complex cases in court; plan, organize and direct the work of a staff of attorneys; effectively contribute to the department's affirmative action objectives.

## **DESIRABLE QUALIFICATION(S)**

The ability to gain the confidence and support of top level administrators and effectively advise them on a wide range of administrative and operational matters and policies; and represent the Department and the Director within and outside the organization and develop cooperative working relationships with representatives from all levels of government, the public, representatives of consumer interest groups, managed care plan providers, and the Legislative and Executive branches of State government.

These knowledges and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer; in the State Service, other government settings, or in a private organization.)

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel II**, with the **DEPARTMENT OF MANAGED HEALTH CARE**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position.*

A preliminary review of all applications will occur immediately following the final filing date and

"ranked" according to the applicant's experience, education and related background as it pertains to this position. Candidates with the most desirable qualifications will have their applications and resumes submitted to the Director and Chief Deputy Director, Department of Managed Health Care for further consideration and may or may not be scheduled for an interview. Therefore, it is imperative that applicants complete the application and resume thoroughly, specifically including the dates of employment, name of employer and description of duties performed. Please include your social security number for eligibility verification.

## **FILING INSTRUCTIONS**

The State Examination Application (Form Std 678), Statement of Qualifications and resume must be postmarked by the U.S. Postal Service no later than the final filing date. Applications, Statement of Qualifications and resumes that are personally delivered must be received by the Department of Managed Health Care, Human Resources Office (Suite 500) no later than 5 P.M. on the final filing date.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- A resume is required to be attached to the application.

### **Applications must be submitted by the final filing date to:**

DEPARTMENT OF MANAGED HEALTH CARE, Human Resources Office  
980 9th Street, Suite 500, Sacramento, CA 95814  
TJ Nguyen | 916-322-6864 | [tnguyen@dmhc.ca.gov](mailto:tnguyen@dmhc.ca.gov)

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF MANAGED HEALTH CARE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s5/s5871.txt>